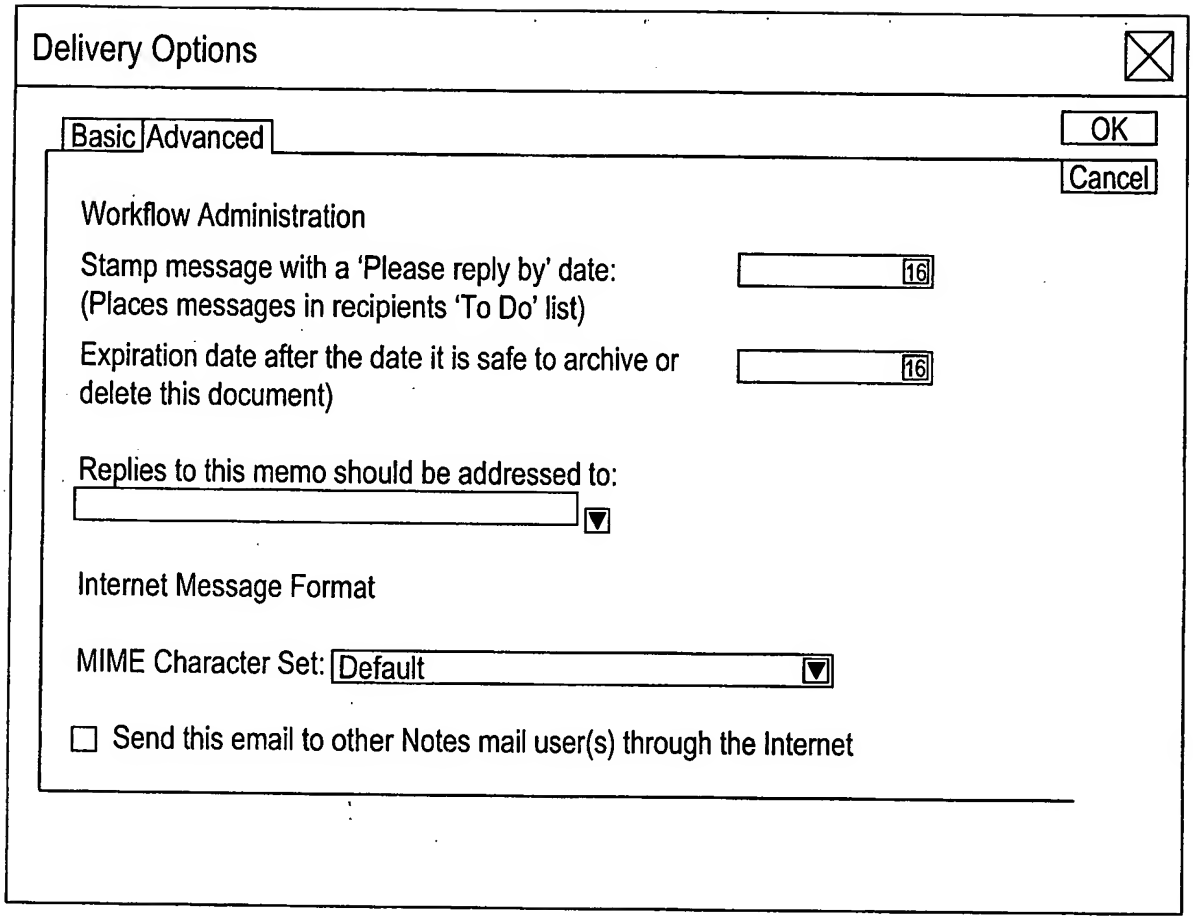
Delivery Options
Basic
Advanced
OK
Cancel
Workflow Administration
Stamp message with a 'Please reply by' date:
(Places messages in recipients 'To Do' list)
Expiration date after the date it is safe to archive or delete this document)
Replies to this memo should be addressed to:
Internet Message Format
MIME Character Set:
Default
Send this email to other Notes mail user(s) through the Internet

FIG. 1

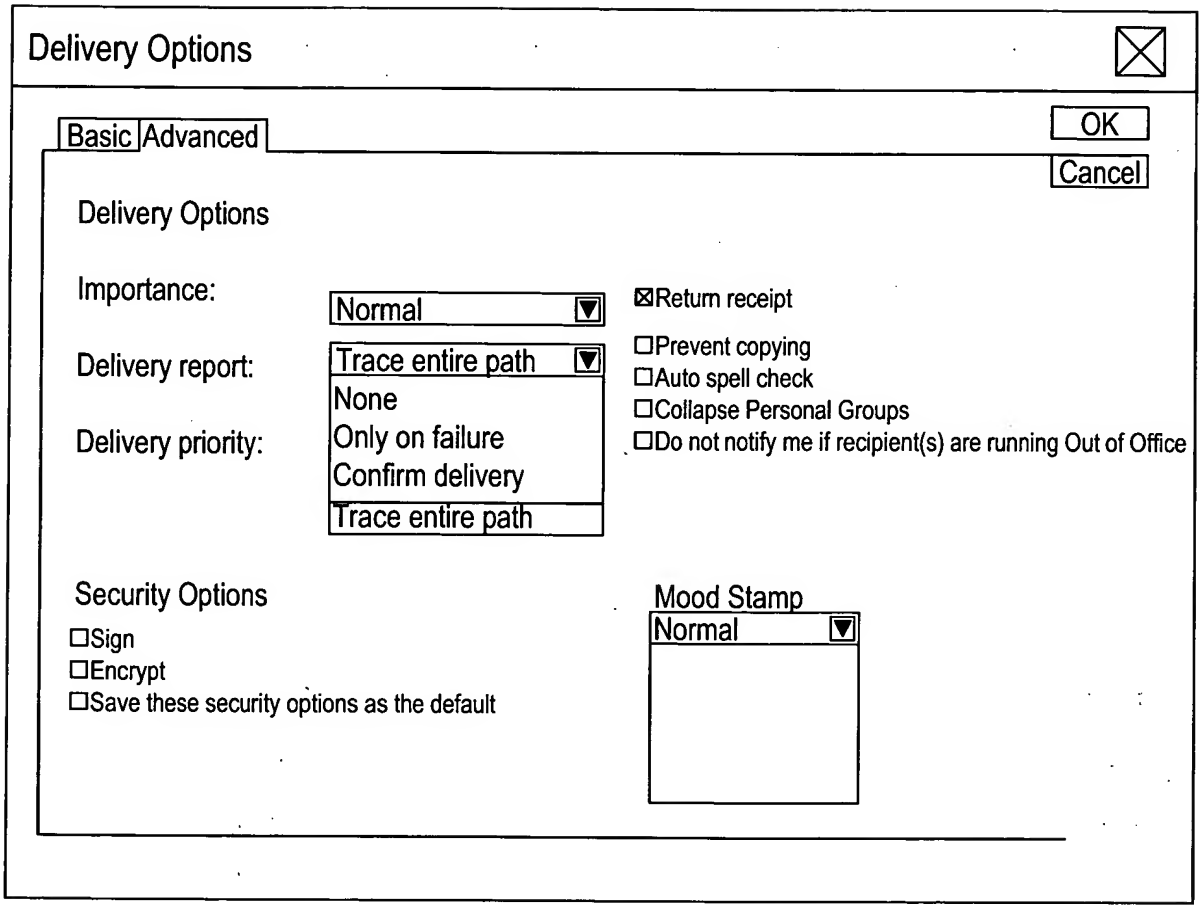
Delivery Options
Basic
Advanced
OK
Cancel
Delivery Options
Importance:
Normal
Delivery report:
Trace entire path
Delivery priority:
None
Only on failure
Confirm delivery
Trace entire path
Return receipt
Prevent copying
Auto spell check
Collapse Personal Groups
Do not notify me if recipient(s) are running Out of Office
Security Options
Sign
Encrypt
Save these security options as the default
Mood Stamp
Normal

FIG. 2

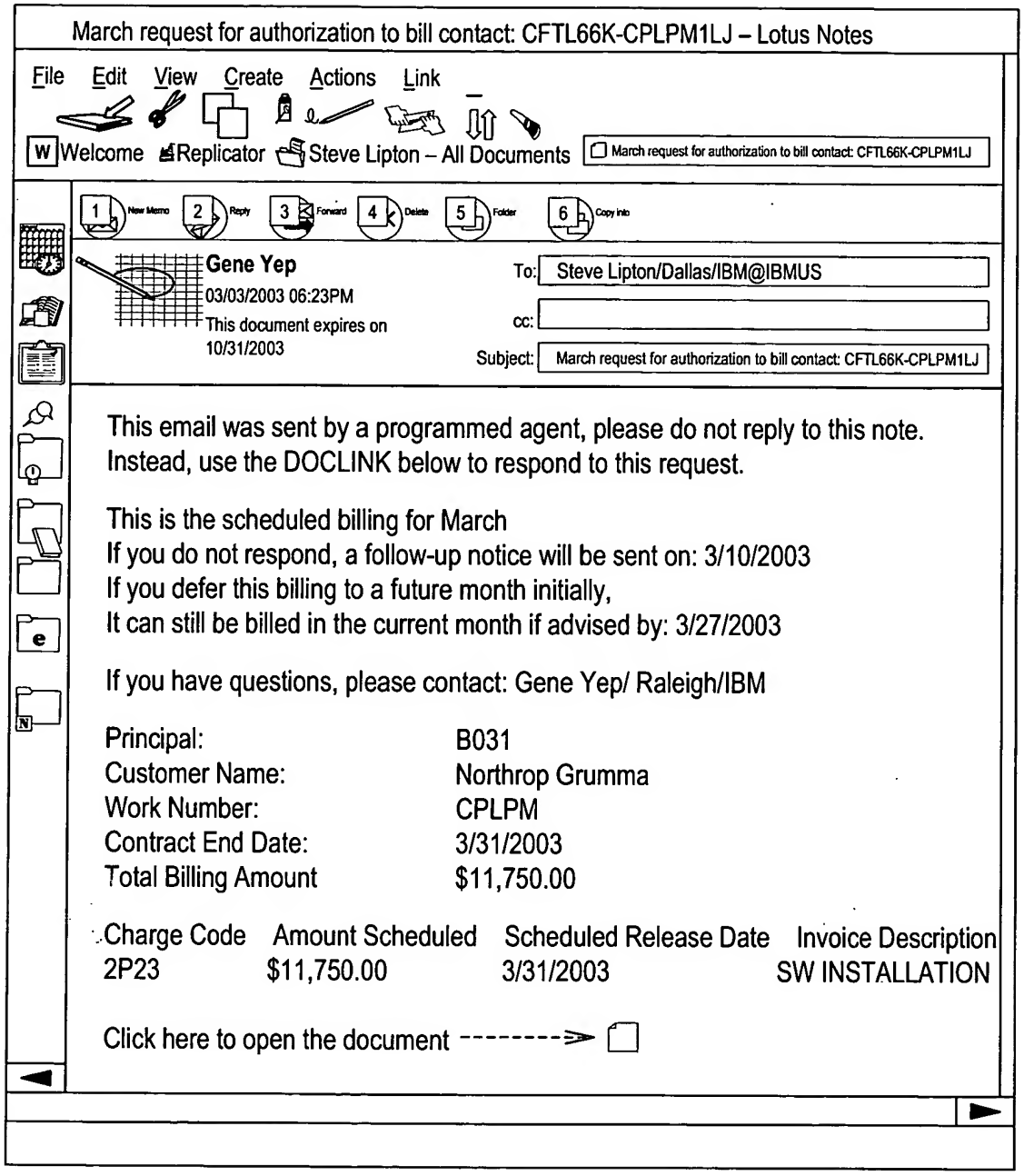
March request for authorization to bill contact: CFTL66K-CPLPM1LJ – Lotus Notes
File Edit View Create Actions Link
Welcome Replicator Steve Lipton – All Documents
March request for authorization to bill contact: CFTL66K-CPLPM1LJ
1 New Memo 2 Reply 3 Forward 4 Delete 5 Folder 6 Copy into
Gene Yep
03/03/2003 06:23PM
This document expires on 10/31/2003
To: Steve Lipton/Dallas/IBM@IBMUS
cc:
Subject: March request for authorization to bill contact: CFTL66K-CPLPM1LJ
This email was sent by a programmed agent, please do not reply to this note.
Instead, use the DOCLINK below to respond to this request.
This is the scheduled billing for March
If you do not respond, a follow-up notice will be sent on: 3/10/2003
If you defer this billing to a future month initially,
It can still be billed in the current month if advised by: 3/27/2003
If you have questions, please contact: Gene Yep/ Raleigh/IBM
Principal: B031
Customer Name: Northrop Grumma
Work Number: CPLPM
Contract End Date: 3/31/2003
Total Billing Amount $11,750.00
Charge Code Amount Scheduled Scheduled Release Date Invoice Description
2P23 $11,750.00 3/31/2003 SW INSTALLATION
Click here to open the document

FIG. 3

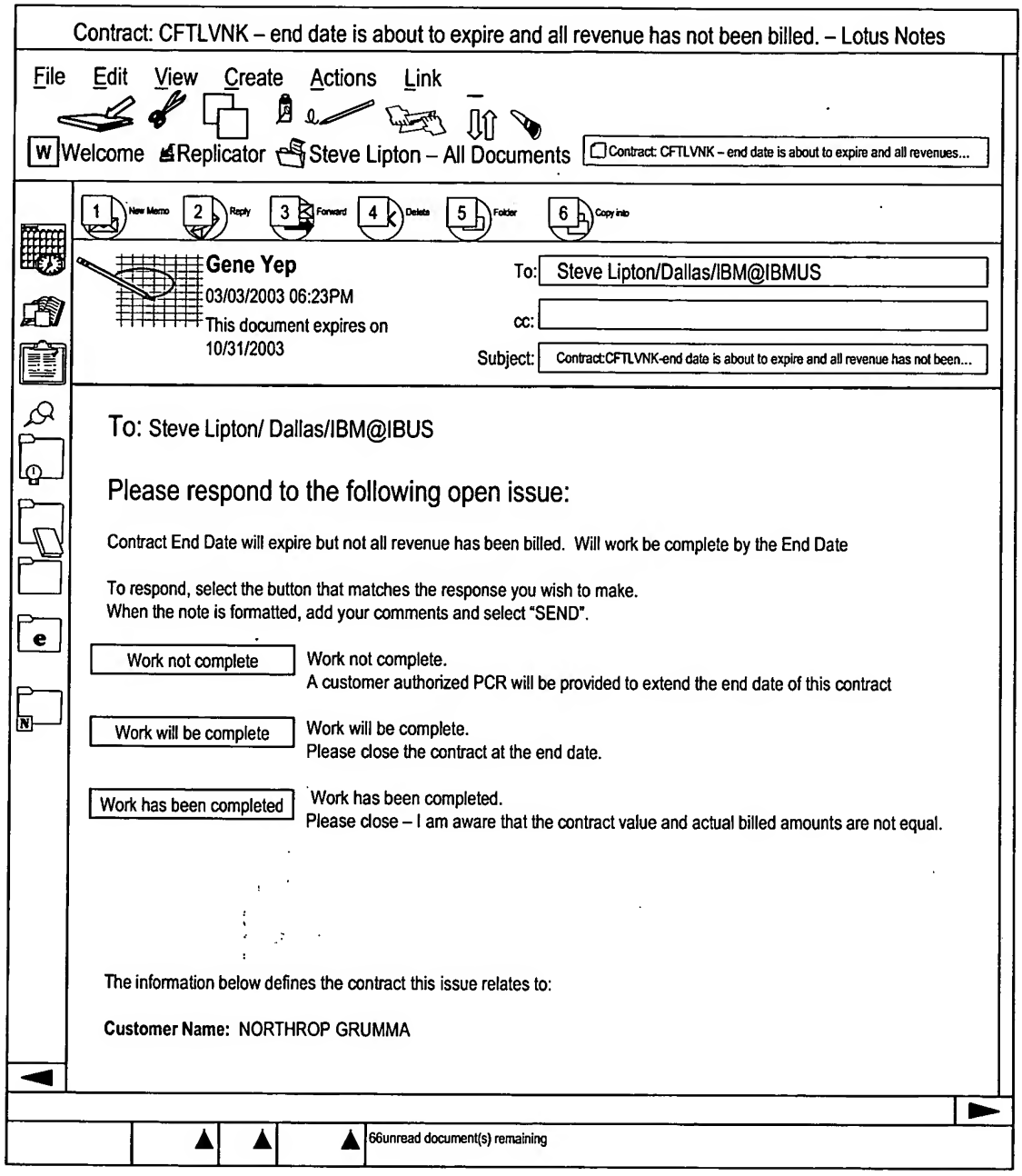
Contract: CFTLVNK – end date is about to expire and all revenue has not been billed. – Lotus Notes
File Edit View Create Actions Link
Welcome Replicator Steve Lipton – All Documents
Contract: CFTLVNK – end date is about to expire and all revenues...
1 New Memo 2 Reply 3 Forward 4 Delete 5 Folder 6 Copy into
Gene Yep
03/03/2003 06:23PM
This document expires on 10/31/2003
To: Steve Lipton/Dallas/IBM@IBMUS
cc:
Subject: Contract:CFTLVNK-end date is about to expire and all revenue has not been...
To: Steve Lipton/ Dallas/IBM@IBUS
Please respond to the following open issue:
Contract End Date will expire but not all revenue has been billed. Will work be complete by the End Date
To respond, select the button that matches the response you wish to make.
When the note is formatted, add your comments and select "SEND".
Work not complete
Work not complete.
A customer authorized PCR will be provided to extend the end date of this contract
Work will be complete
Work will be complete.
Please close the contract at the end date.
Work has been completed
Work has been completed.
Please close – I am aware that the contract value and actual billed amounts are not equal.
The information below defines the contract this issue relates to:
Customer Name: NORTHROP GRUMMA
66unread document(s) remaining

FIG. 4

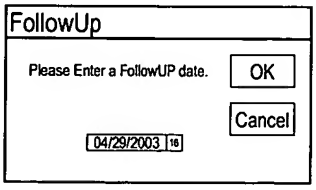
FollowUp
Please Enter a FollowUP date.
OK
Cancel
04/29/2003

FIG. 5

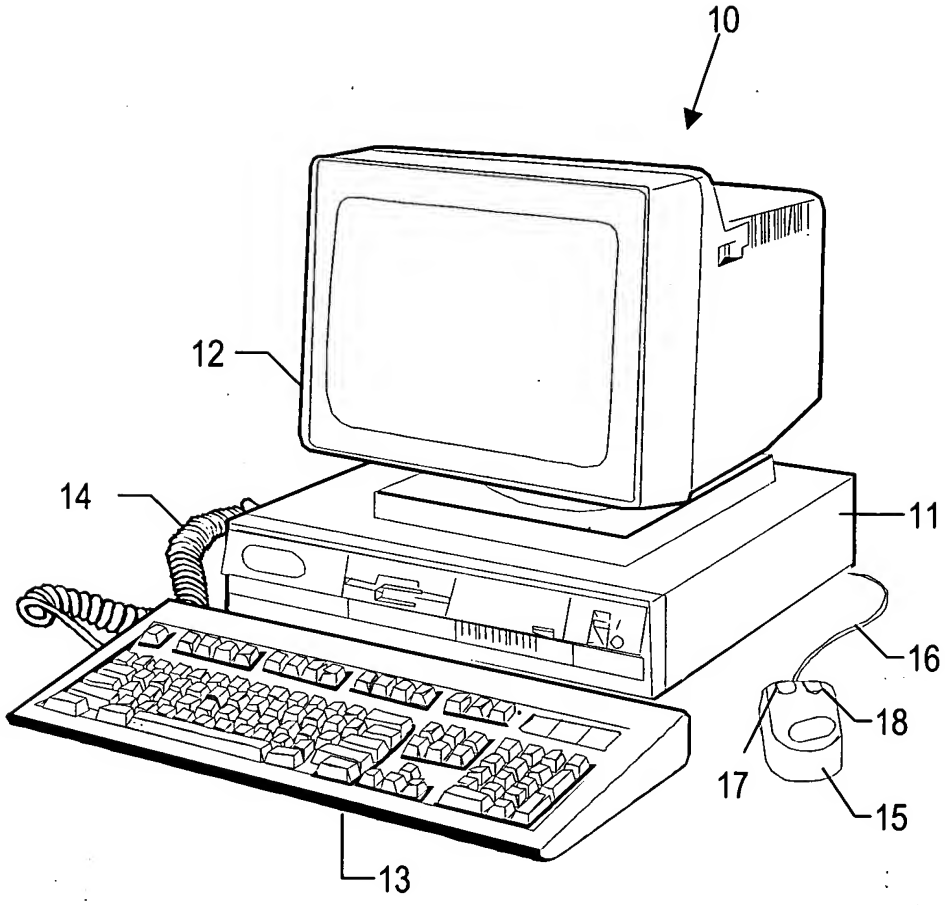

FIG. 6

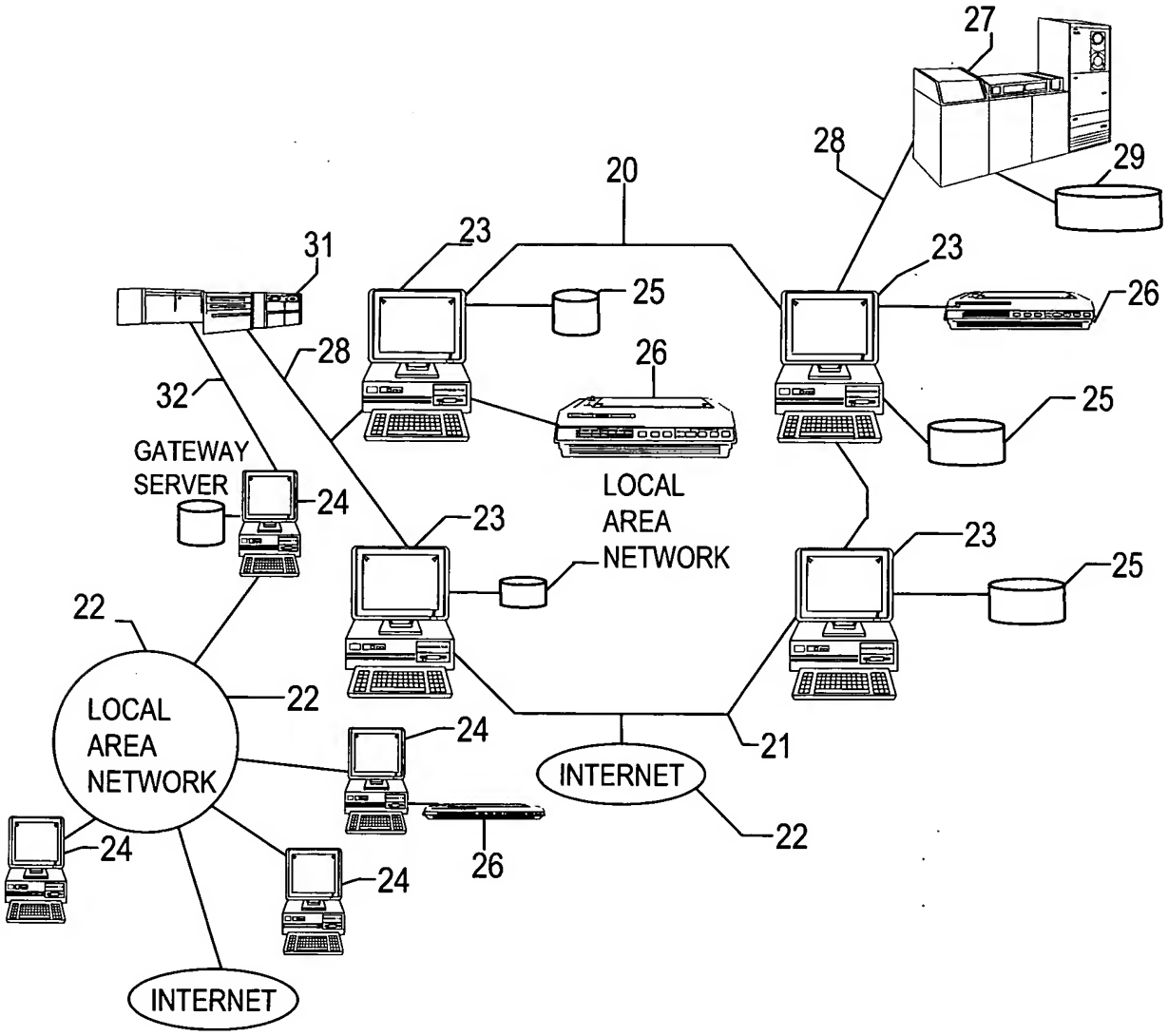
27
28
29
20
23
31
25
23
26
28
26
32
25
GATEWAY
SERVER
24
LOCAL
AREA
NETWORK
23
23
25
22
22
LOCAL
AREA
NETWORK
24
21
INTERNET
22
24
26
24
INTERNET

FIG. 7

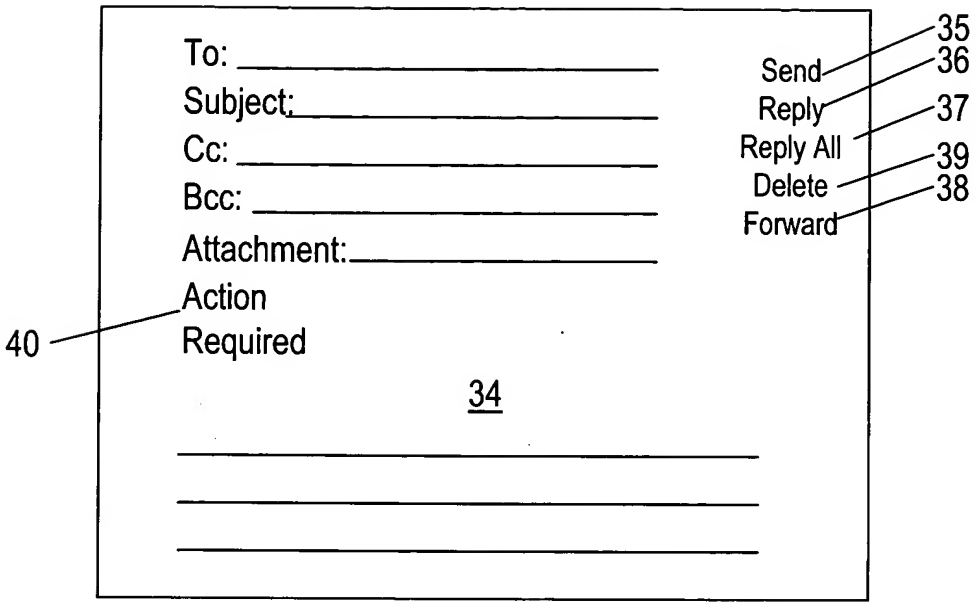
To:
Subject:
Cc:
Bcc:
Attachment:
Action
Required
40
34
Send
Reply
Reply All
Delete
Forward
35
36
37
39
38

FIG. 8

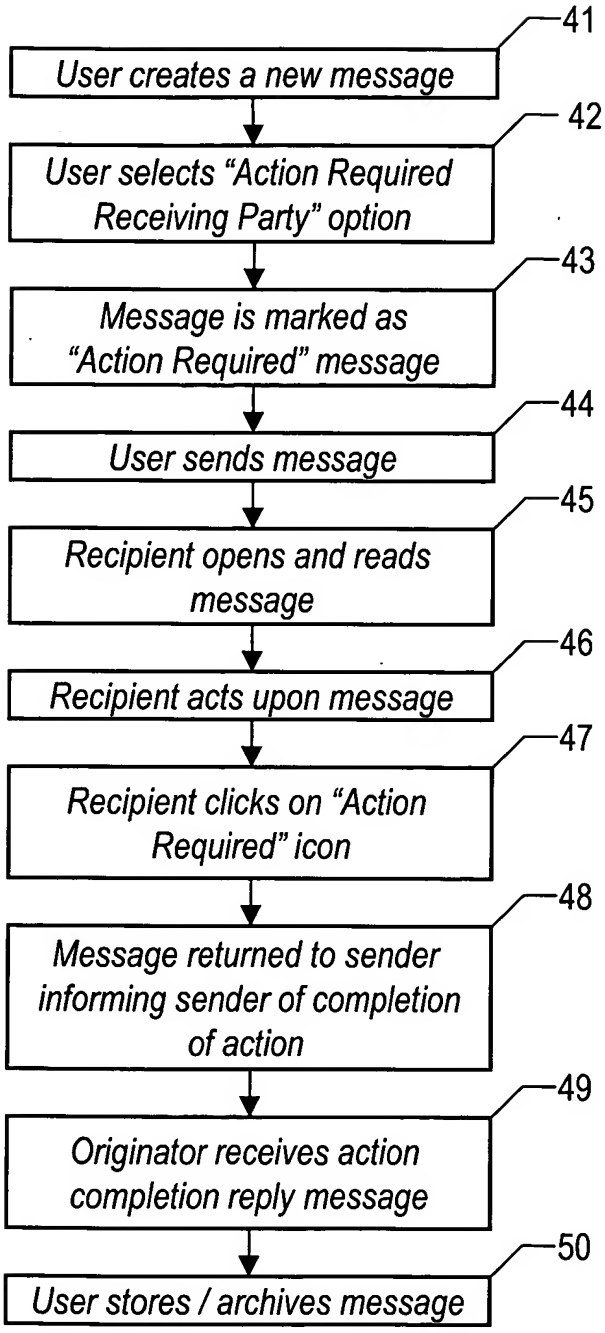
41
User creates a new message
42
User selects "Action Required Receiving Party" option
43
Message is marked as "Action Required" message
44
User sends message
45
Recipient opens and reads message
46
Recipient acts upon message
47
Recipient clicks on "Action Required" icon
48
Message returned to sender informing sender of completion of action
49
Originator receives action completion reply message
50
User stores / archives message

FIG. 9

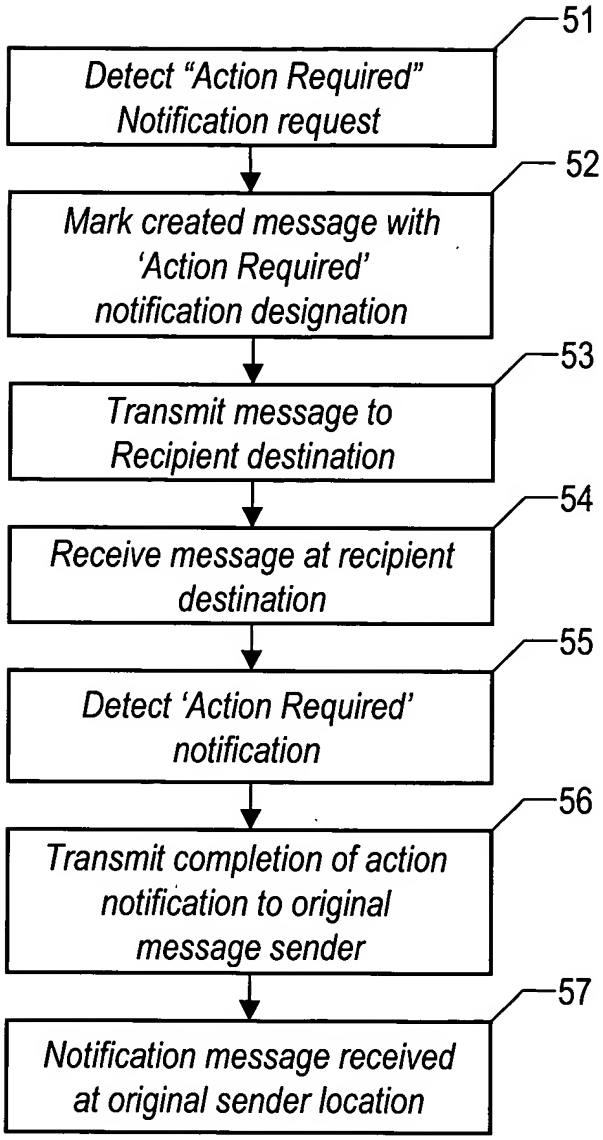
51
Detect "Action Required" Notification request
52
Mark created message with 'Action Required' notification designation
53
Transmit message to Recipient destination
54
Receive message at recipient destination
55
Detect 'Action Required' notification
56
Transmit completion of action notification to original message sender
57
Notification message received at original sender location

FIG. 10

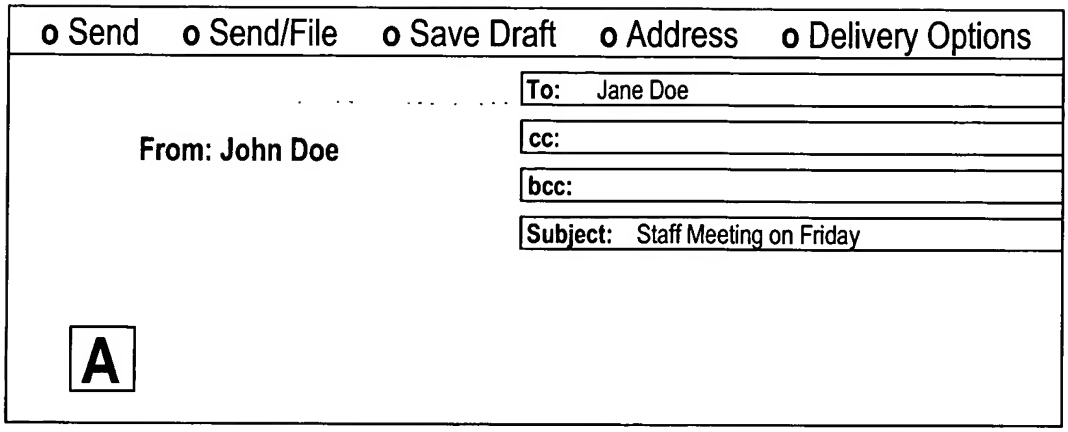

FIG. 11a

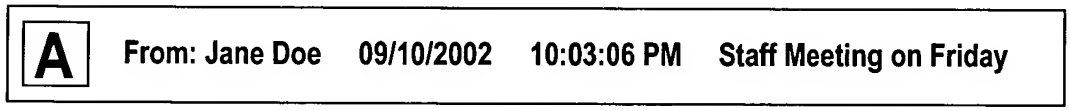

FIG. 11b

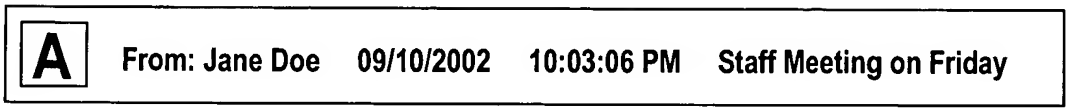

FIG. 11c

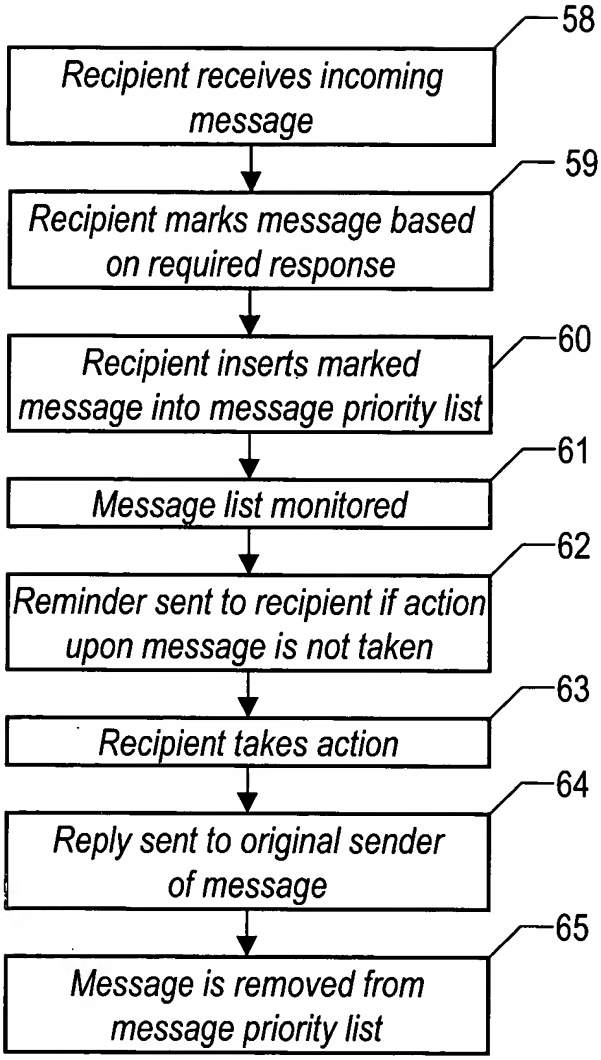
58
Recipient receives incoming message
59
Recipient marks message based on required response
60
Recipient inserts marked message into message priority list
61
Message list monitored
62
Reminder sent to recipient if action upon message is not taken
63
Recipient takes action
64
Reply sent to original sender of message
65
Message is removed from message priority list

FIG. 12

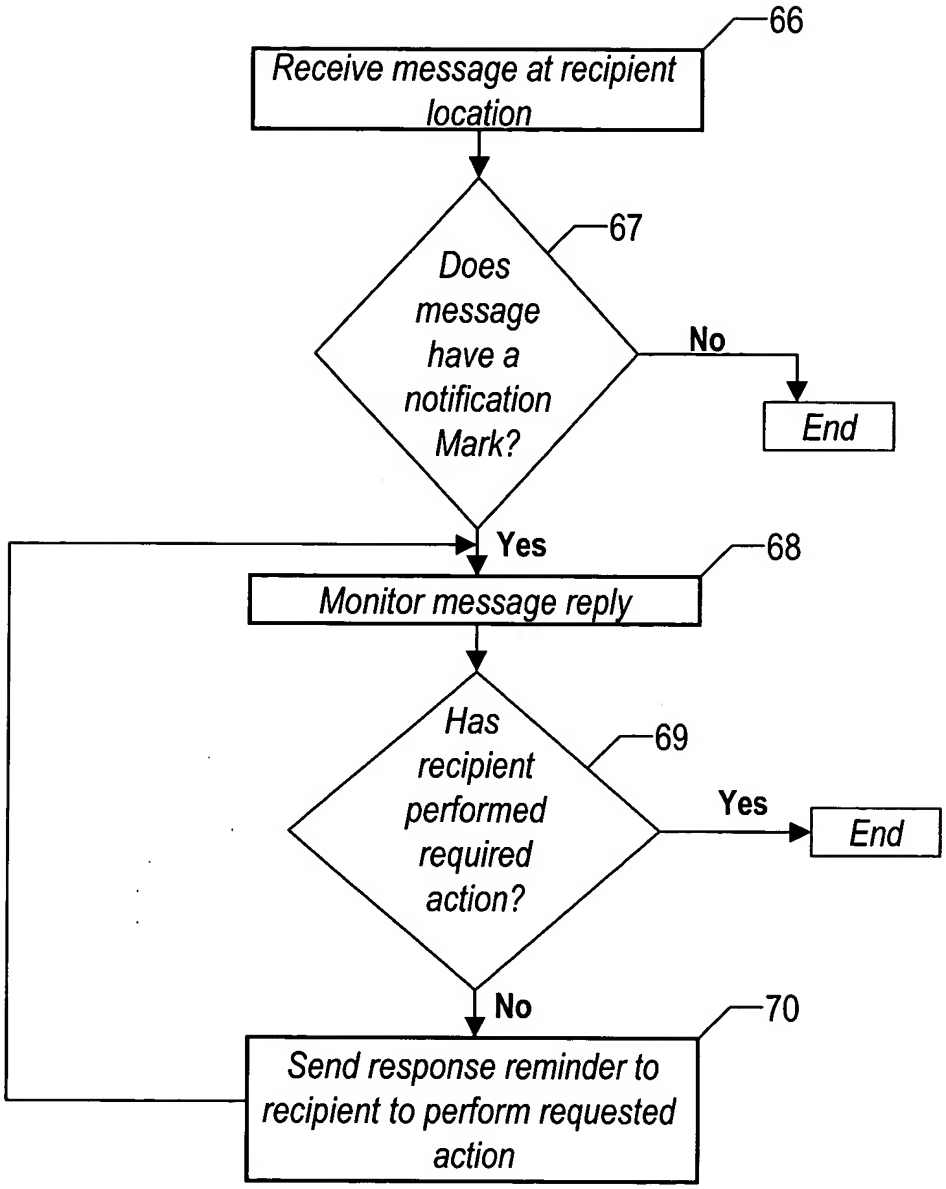
66
Receive message at recipient location
67
Does message have a notification Mark?
No
End
Yes
68
Monitor message reply
69
Has recipient performed required action?
Yes
End
No
70
Send response reminder to recipient to perform requested action

FIG. 13

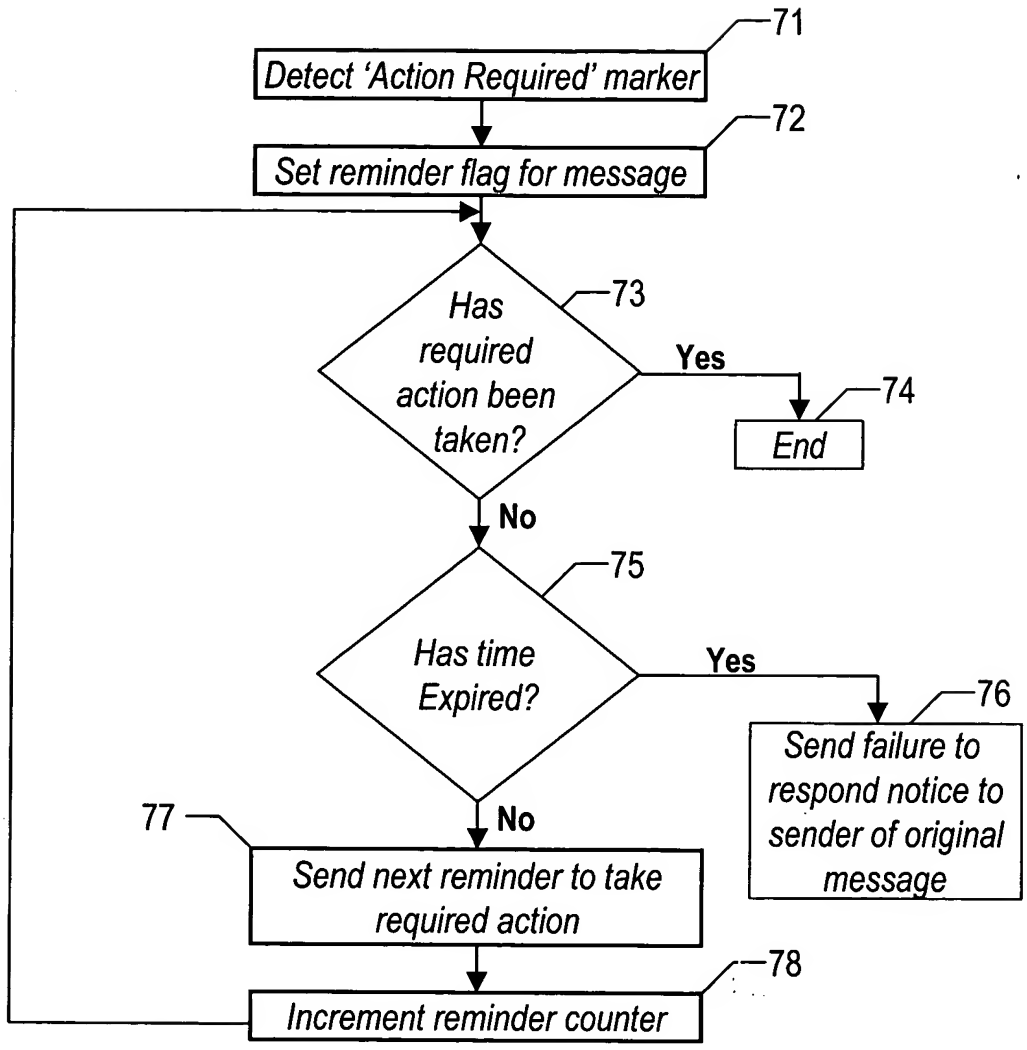
71
Detect 'Action Required' marker
72
Set reminder flag for message
73
Has required action been taken?
Yes
74
End
No
75
Has time Expired?
Yes
76
Send failure to respond notice to sender of original message
77
No
Send next reminder to take required action
78
Increment reminder counter

FIG. 14

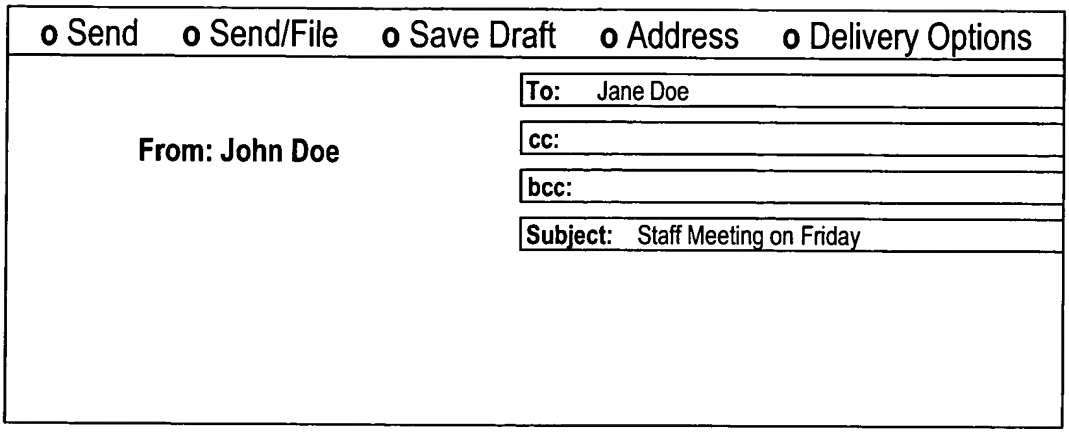
o Send
o Send/File
o Save Draft
o Address
o Delivery Options
From: John Doe
To: Jane Doe
cc:
bcc:
Subject: Staff Meeting on Friday

FIG. 15

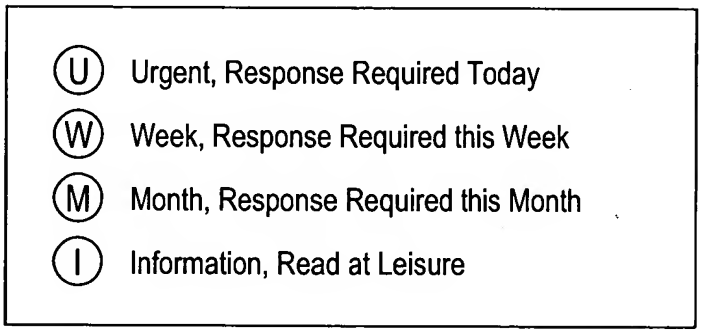
U Urgent, Response Required Today
W Week, Response Required this Week
M Month, Response Required this Month
I Information, Read at Leisure

FIG. 16

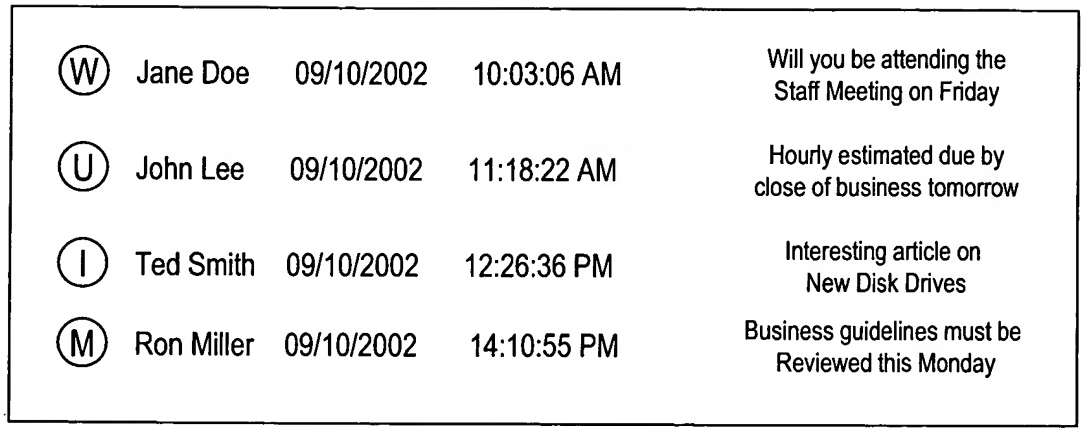
W Jane Doe 09/10/2002 10:03:06 AM
Will you be attending the Staff Meeting on Friday
U John Lee 09/10/2002 11:18:22 AM
Hourly estimated due by close of business tomorrow
I Ted Smith 09/10/2002 12:26:36 PM
Interesting article on New Disk Drives
M Ron Miller 09/10/2002 14:10:55 PM
Business guidelines must be Reviewed this Monday

FIG. 17